



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS US ARMY GARRISON  
2837 BOYD AVENUE  
FORT HUACHUCA ARIZONA 85613-7001

ATZS-CDR

05 JAN 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY 003 – Informal Funds Operating on Fort Huachuca

1. References:

- a. Army Regulation 600-20, Army Command Policy, 13 May 2002.
- b. Department of Defense Regulation 5500.7 R, Joint Ethics Regulation, 30 August 1993.

2. Informal funds are established by Soldiers, civilian employees, or contractor employees from the same office or unit who voluntarily participate in the fund and its activities in their personal capacity. The general purpose of an informal fund is to provide a source of unofficial support and assistance and enhance the morale, welfare, quality of life, and/or well-being within, military units or organizations. Informal funds are not official activities of the United States Army. Informal funds include, but are not necessarily limited to, cup-and-flower funds, coffee funds, Christmas party funds, office or unit picnic funds, family support group funds, and other similar funds.

3. Informal funds do not need an operating permit from the Garrison Commander but are subject to the following:

- a. The unit commander/director must authorize the fund in writing. Each informal fund must have only one individual (fund custodian) to be responsible for fund custody, accounting and documentation. Annually, this individual's supervisor is advised of the fund's financial status. The fund custodian will administer fund business during off-duty time.

- b. Fundraisers to raise money for informal funds are unofficial activities. Fundraising activities on the installation must be approved, in advance, by the Garrison Commander. Send requests through the Private Organizations Coordinator, Directorate of Morale, Welfare, and Recreation (DMWR), ATZS-MWS no less than 20 working days in advance.

- c. Expenditure of funds is limited to activities that are consistent with the purpose and function of the fund and that will benefit the entire unit organization. Funds will not be expended in any way that is, or appears to be, improper or contrary to Army interests.

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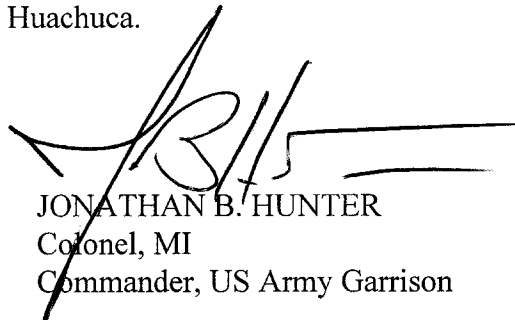
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d. The fund's net worth will not exceed \$1,000. Should the fund dissolve, all monies remaining at the time of dissolution will be used for activities that benefit the entire unit or organization.

4. This policy does not apply to the Combined Federal Campaign (CFC) or the Army Emergency Relief (AER) Campaign. The CFC and AER fundraising campaigns are official activities governed by other legal authorities.

5. The proponent for this policy is the Directorate of Morale, Welfare, and Recreation, US Army Garrison, Fort Huachuca, AZ 85613-7011.

6. This memorandum supersedes policy memorandum USAG, ATZS-CDR, 23 Sep 02, subject: Policy – Informal Funds Operating on Fort Huachuca.



JONATHAN B. HUNTER  
Colonel, MI  
Commander, US Army Garrison

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